

THE MEETING OF THE STATE BOARD OF PRISON COMMISSIONERS SCHEDULED FOR MARCH 23, 2004, 9A.M.

This notice has been posted at least three working days before the meeting:

- **On the internet at:** <http://www.doc.nv.gov/>
- **In Carson City, NV** outside the Governor's Office in the Capitol Complex; Carson City Court House, 885 E. Musser St; The Press Center, 102 S. Curry St.; Attorney General's Office, 100 N. Carson St.; and the main Carson City Library; and
- **In Las Vegas, NV** at the Governor's Office and the Attorney General's Office, 555 East Washington Avenue (The Grant Sawyer Bldg); and the main Las Vegas Library; and
- **In Reno, NV** at the Attorney General's Office, 1325 Airmotive Way; and the main Washoe County Library.

STATE OF NEVADA



DEPARTMENT OF CORRECTIONS

Leading Nevada Corrections Into the Future

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MEETING NOTICE AND AGENDA

Name of Organization: Nevada Department of Corrections

Date and Time of Meeting: 9 a.m. – Tuesday, March 23, 2004

Place of Meeting: Attorney General's Office
100 North Carson Street
Second Floor, Mock Room
Carson City, Nevada

Videoconferencing: Not Available

AGENDA

I. Acceptance and approval of Minutes from August 13, 2002 meeting (action required).

II. Director's Overview – *Director Jackie Crawford*

III. Overview: Casa Grande Power Point Presentation – *Director Crawford and staff.*

IV. Overview: Southern Nevada Womens Correctional Facility Progress Report on Status of RFP – *Director Crawford and staff.*

V. Offered for Approval: The following Departmental Administrative Regulations (AR's), which may be viewed on the NDOC website, have been updated (*action required*) – *Director Jackie Crawford.*

- 100 Development of Administrative Regulations, TEMP, Effective 07/20/03
- 115 Departmental Smoking Policy, TEMP, Effective 07/20/03
- 120 News Media Contacts/Press Releases, TEMP, Effective 09/06/03
- 122 Official Correspondence, TEMP, Effective 04/05/04
- 128 Outside Financial Audit Process, TEMP, Effective 07/20/03

139 National Crime Information Center, TEMP, Effective 04/05/04
154 Victims Services, TEMP, Effective 04/24/03
204 Inmate Store System Procedure, TEMP, Effective 12/17/03
209 Financial Aspects of Reporting Escapes, TEMP, Effective 04/23/03
211 Regional Warehouses, TEMP, Effective 09/06/03
212 Contracts, TEMP, Effective 09/06/03
223 Fundraisers, TEMP, Effective 01/20/03
224 Offender's Store Fund, TEMP, 12/17/03
245 Inmate Medical Charges, TEMP, Effective 10/10/03
260 Hobbycraft-Handcrafted Items and Employee Services, TEMP, Effective 10/10/03
268 State and Personal Vehicles, TEMP, Effective 04/24/03
300 Recruitment and Hiring, TEMP, Effective 10/10/03
301 Shift Bidding, TEMP, Effective 04/05/04
306 Employee Formal Grievance Procedure, TEMP, Effective 04/05/04
307 Department Staff and Applicant Records, TEMP, Effective 04/24/03
310 Work Performance Standards, TEMP, Effective 06/16/03
311 Performance Evaluations for Classified Employees, TEMP, Effective 06/16/03
313 Dismissal of Probationary and Trial Period Employees, TEMP, Effective 12/17/03
314 Employee Physical Examinations and Health Requirements, TEMP, Effective 12/17/03
316 Employee Transfers, TEMP, Effective 09/06/03
317 Employee Award and Commendation Procedure, TEMP, Effective 10/10/03
318 Employee Performance Cards, TEMP, Effective 09/06/03
319 Workplace Safety/Workplace Violence programs and Harassment Complaints, TEMP, Effective 09/06/03
320 Salary Administration, TEMP, Effective 12/17/03
321 Types of Leave and Leave Procedures, TEMP, 10/10/03
324 Employee management Relations, TEMP, Effective 12/17/03
325 Security Staffing, TEMP, Effective 09/15/03
328 Uniform allowance, TEMP, Effective 12/17/03
329 Employee Work-related Illness or Injury or Occupational Disease, TEMP, Effective 04/05/04
337 Staff Requirements for Home Address and Telephone, TEMP, Effective 12/17/03
338 Employee Conduct, TEMP, Effective 04/05/04
339 Employee Complaint Investigation, TEMP, Effective 08/25/03
343 Prohibitions and Penalties, TEMP, Effective 04/05/04
346 Nepotism, TEMP, Effective 04/05/04
347 Political Activities by Employees, TEMP, Effective 04/05/04
348 Alcohol and Drug Testing Requirements-Commercial Driver's License, TEMP, Effective 07/20/03
349 Employee/Applicant Alcohol and Drug Testing, TEMP, Effective 07/20/03
352 Identification Cards, TEMP, Effective 12/17/03

355 Employee Secondary Employment, TEMP, Effective 04/24/03
357 Service of Actions Against Department Acceptance Service, TEMP,
Effective 10/10/03
358 Request for Basic Peace Officer Certificate, TEMP, Effective 04/14/03
400 General Security Supervision Guidelines, TEMP, Effective 12/17/03
401 Post Orders, TEMP, Effective 12/17/03
402 Emergency Mobilization of Off Duty Staff, TEMP, Effective 12/17/03
443 Hazardous Communications and Control, Use of Toxic, Flammable, and
Caustic Substances, Temp, Effective 04/05/04
446 Identification and Management of Security Threat Groups, TEMP, Effective
04/05/04
491 Inmate Drug and Alcohol Testing, TEMP, Effective 03/06/03
492 Body Cavity Searches for Contraband, TEMP, Effective 04/05/04
503 Conduct of Objective Classification, TEMP, Effective 03/23/04
504 Reception and Initial Classification, TEMP, Effective 10/10/03
506 Reclassification Schedule, TEMP, Effective 10/10/03
507 Administrative Segregation, TEMP, Effective 12/17/03
511 Inmate orientation Program, TEMP, Effective 12/17/03
515 Red Tag Status, TEMP, Effective 10/10/03
521 Custody Categories and Criteria, TEMP, Effective 10/10/03
523 Residential Confinement Programs, TEMP, Effective 04/05/04
525 Prison Industry Classification, TEMP, Effective 04/05/04
545 Serious Illness/Escorted Leave, TEMP, Effective 10/10/03
570 Inmate Movement Documentation, TEMP, 10/10/03
600 Health Care Services, TEMP, Effective 07/20/03
601 Quality Management program, TEMP, Effective 12/17/03
602 Statistics and Reports, TEMP, Effective 12/17/03
604 Occupational Exposure to Blood Borne Pathogens, TEMP, Effective
04/05/04
608 Medical Requirements for Routine Transfer of Inmates, TEMP, Effective
07/20/03
614 Physical Profile System, TEMP, Effective 03/06/03
616 Direct Orders, Nursing and Mid-Level Protocols, TEMP, Effective 04/05/04
619 Institutional Infirmary Care, TEMP, Effective 04/05/04
620 Over-The-Counter Medications, TEMP, Effective 07/20/03
621 Infectious Diseases, TEMP, Effective 06/16/03
624 Medical Diets, TEMP, Effective 12/17/03
627 Pediculicides, Distribution and Use, TEMP, Effective 10/10/03
630 Emergency medical Response Procedure, TEMP, Effective 07/20/03
631 Dental Services, TEMP, Effective 12/17/03
634 Prescriptions and Medical Devices, Reporting and Co-payment Assessment,
TEMP, Effective 07/20/03
635 Medication Distribution, Control and Security and Over-The-Counter
Medications, TEMP, Effective 12/17/03
638 Consent/Refusal of Treatment, TEMP, Effective 07/20/03
640 Medical Research Experimentation, TEMP, Effective 12/17/03

- 641 Collection of Blood and Saliva Samples from Inmates, TEMP, Effective 04/05/04
- 643 Mental Health Services, TEMP, Effective 12/17/03
- 645 Prevention of Suicide, Violence, and Self-injurious Behavior; Suicide Prevention Training, TEMP, Effective 12/17/03
- 653 Admission and Discharge of Mental Health Inmates, TEMP, Effective 12/17/03
- 654 Involuntary Transfer of Inmates to Non-prison Mental Health Facilities, TEMP, Effective 09/06/03
- 711 Inmate Personal Property, TEMP, Effective 09/06/03
- 722 Inmate Legal Access, TEMP, Effective 09/06/03
- 740 Inmate Grievance Procedure, TEMP, Effective 01/05/04
- 750 Inmate General Correspondence and Mail, TEMP, Effective 12/17/03
- 813 Psychological Review Panel, TEMP, Effective 10/10/03
- 901 Employee Development Program Coordination and Supervision, TEMP, Effective 04/05/04
- 902 Correctional Employee/Officer Basic Training Program, TEMP, Effective 04/24/03
- 905 Training Advisory Committee, TEMP, Effective 12/17/03
- 907 Training and Employee Development Resources, TEMP, Effective 07/20/03
- 908 Weapons Training and Qualification, TEMP, Effective 08/25/03

VI. Offered for Deletion: The following AR's are recommended for deletion as they are outdated, unnecessary and no longer are required (*action required*) – Jackie Crawford.

- 307 Employee Grievance Counselor Procedure, Last Effective Date 11/06/90
- 409 Use of K-9's, Last Effective Date 01/21/92
- 900 Administration of Restitution Centers, Last Effective Date 10/13/92
- 901 Orientation Program, Last Effective Date 01/21/92
- 902 Restitution Center Advisory Committee, Last Effective Date 10/13/92
- 905 Case Record Keeping, last Effective Date 09/01/83
- 906 Restitution Center Vehicle (IB # 94-16), Last Effective Date 01/10/94
- 907 Voluntary Antabuse Treatment Program (IB # 91-66), Last Effective Date 08/23/91
- 915 Community Activities for Inmates, Last Effective Date 01/21/92
- 920 Administration and Organization of Conservation Camps, Last Effective Date 01/21/92
- 923 Conservation Camp Security, Last Effective Date 10/13/92
- 934 Community Work Programs Inmate's Rights, Last Effective Date 05/02/91
- 935 Community Work Programs Supervision Guidelines, Last Effective Date 05/02/91

VII. Offered for Rescission: The following AR's are recommended for rescission as they are currently included into other AR's (*action required*) – *Director Jackie Crawford*

- 206 Employee Services, (IB # 94-31), into current AR 260
- 220 Risk Management, into current AR 268
- 227 Administrative Aspects of Inmate Work Programs, Inmate Accounts, Inmate Payroll and Transfer of Inmate Funds, into current AR 258
- 240 Release Assistance Funds (IB # 94-4), into current AR 258
- 241 Balances in Accounts of Released Inmates, into current AR 258
- 266 Use of Department and Personal Vehicles (IB 94-22), into current AR 268
- 309 Employee – Acquired Immune Deficiency Syndrome (AIDS) Policy, into current AR 329
- 322 Merit Salary Adjustment Procedure, into current AR 320
- 323 Sick Leave (IB # 93-17), into current AR 322
- 371 Training Advisory Committee, into current AR 905
- 382 Weapons Training and Qualification, into current AR 908
- 541 Notification of Victims (IB # 94-37), into current AR 154
- 610 HIV Status and Acquired Immune Deficiency Syndrome , into AR 604
- 622 Inmate Alcohol and Drug Testing (IB 98-3), into current AR 491
- 644 Standards for Mental Health Care (IB 93-54), into current AR 643
- 645 Suicide Prevention Training, into current AR 645
- 655 Prevention of Self-injurious Behavior (IB # 93-58), into current AR 645
- 656 Use of Psychotropic Medications (IB # 93-59), into current AR 643
- 940 Program of Regimental Discipline (IB # 94-30), into AR 822
- 941 Program of Treatment for Felony DUI Offenders (IB #94-29), into AR 823

VIII. Public Comment (*limited to five minutes per person*)

IX. Adjournment (action required)